

## Role & Responsibilities of the **CLUB TREASURER**

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### **Who will I be responsible to?**

The Club Committee

### **Who will I be responsible for?**

Match / training fees collector/s and the Club Fund-Raising Secretary

### **What is my role?**

The main purpose is to look after the finances of the club...to keep the books and make sure that the club operates within the annual budget. Attend the Committee meetings and AGM

### **What else can you tell me about the role?**

The Treasurer must be well organised, able to keep records, careful when handling money and cheques, scrupulously honest, able to answer questions in meetings, confident handling figures, prepared to take instant decisions when necessary.

Training courses are available through the Sport England 'Running Sport' Programme - 'Looking after the Money'.

### **How much time will I need to give to the role?**

Approximately 2 – 3 hours per week.

### **What tasks are involved?**

1. Collecting subscriptions and all money due to the organisation
2. Paying the bills and recording information
3. Affiliating the club to the County Hockey Association and England Hockey
4. Affiliating the club to the league(s) and working with the Secretary to register players
5. Keeping up date records of all financial transactions
6. Ensuring that all cash and cheques are promptly deposited in the bank
7. Ensuring that funds are spent properly
8. Issuing receipts for all money received and recording this information
9. Reporting regularly to the committee on the financial position
10. Preparing a year end statement of accounts to present to the Auditors
11. Arranging for the statement of accounts to be audited
12. Presenting an end of year financial report to the AGM
13. Financial planning including producing an annual budget
14. Helping to prepare and submit any statutory documents that are required (e.g. VAT returns, PAYE and NI returns, grant aid reports)
15. Even if these duties are delegated to a professional officer, the Treasurer is still ultimately responsible. It is up to the Treasurer to make sure that any delegated work is done properly.